



KING COUNTY
ADMINISTRATIVE INTERN
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION - BENEFITS POLICY & PROGRAMS UNIT

Hourly Rate Range (undergraduate): \$11.23 - \$14.24

Hourly Rate Range (graduate): \$14.24 - \$18.05

Job Announcement: 06BB6028

OPEN: 4/26/06 CLOSE: 5/12/06

WHO MAY APPLY: This position is open to undergraduate and graduate college students, with preference to those studying Health Sciences, Public Health, Occupational Health, Human Resources, Public Administration or a related field. Administrative Interns are enrolled full-time during the regular school year in an accredited education or apprenticeship program and wish to gain practical work experience related to their field of study.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Division, 500 Fourth Avenue, Room 450, Seattle, WA 98104**. Contact Brooke Bascom at (206) 296-3822 or Brooke.Bascom@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a cover letter describing your experience and how you meet or exceed the requirements for the position are required.

WORK LOCATION: 400 Yesler Way, Yesler Building, downtown Seattle.

WORK SCHEDULE: Monday through Friday, 8:00 a.m. – 5:00 p.m., from May through September 2006. Work hours will be 40 hours per week during the 2006 summer break, with flexible hours available in May and in September to accommodate school schedules. **Anticipated start date is May 22, 2006.** This position is non-exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This job is not eligible for benefits.

PRIMARY JOB FUNCTIONS: As part of the full-time student's ongoing academic studies, a student will gain practical work experience in a relevant course of study by assisting with the first annual Healthy Workplace Challenge for King County employees. The Healthy Workplace Challenge is an 8-week event (July through August) where teams of employees accrue points on a weekly basis for engaging in good nutrition and/or physical activity behaviors. Awards will be presented at the annual Health and Benefits Fair in September. Health Educators for King County's Health Reform Initiative will provide supervision and guidance in the completion of learning objectives that enhance the Administrative Intern's classroom experience. The Administrative Intern will enhance their practical competencies by performing functions such as the following:

- Accept phone calls from employees with questions about the challenge, and conduct phone registrations;
- Staff information tables at various King County events and answer employee questions about the challenge;
- Respond to or triage employee questions about nutrition, exercise and other healthy behaviors;
- Help distribute challenge recruitment information such as posters and brochures, and perform

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- other project administrative tasks as needed;
- Enter registration forms in a tracking database;
- Run and summarize weekly reports from the database, analyze data, and draft various reports and promotional information;
- Maintain documentation of challenge and update web with team point totals;
- Draft weekly communication emails to team captains and participants;
- Attend and take minutes at Steering Committee meetings;
- Assist with team award reports, procurement and distribution;
- Assist with challenge evaluation collection, data entry and tabulation

QUALIFICATIONS:

- Must be able to demonstrate full-time status as a student; preference will be provided to students studying a subject related to Health Sciences, Public Health, Occupational Health, Human Resources, Public Administration or a related field.
- Must have intermediate to advanced skills in Microsoft Office programs, including Outlook, Word and Excel.
- Must have excellent communication skills including writing and public speaking.
- Experience with data entry and data reporting.
- Keyboarding skills of 50 words per minute with a high level of accuracy and attention to detail is required.
- Ability to maintain strict confidentiality of information and communications is required.
- Excellent interpersonal skills are needed for interactions with work team and King County employees.

NECESSARY SPECIAL REQUIREMENTS:

- All interns must provide acceptable documentation of full-time school enrollment in advance of hire and before the commencement of each successive qualifying academic term.
- Must possess a valid Washington state driver's license.
- Ability to lift and carry boxes, A-V equipment and other supplies weighing up to 40 lbs. (Occasional lifting is required to load, transport and unload boxes of educational materials and projection equipment for presentations at worksites throughout the county.)

SELECTION PROCESS: The evaluation and selection process will include a preliminary screening of application materials for qualifications and completeness. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be tested for competence with computer software programs and may be invited for interviews.

Class Code: 299601/299701/299801/299901